

Approved For Release 2001/09/04 : CIA-RDP80-01826R000900130022-9



Approved For Release 2001/09/04 : CIA-RDP80-01826R000900130022-9

CONFIDENTIAL

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

RECOMMENDED CHANGES

(Proposed CIA Regulation [REDACTED])

25X1A

4.

c. The Secretariat of the CIA Career Service Board.

(1) Organization

The Personnel Office will provide a Secretariat and an Executive Secretary for the CIA Career Service Board.

(2) Functions

It is the responsibility of the Secretariat of the CIA Career Service Board to perform all secretariat and administrative functions for the CIA Career Service Board such as:

1. Maintaining master files concerned with the Career Service Program on a current basis for the CIA Career Service Board, including agenda and records of meetings, files of the Executive Inventory and records of Rotation Loan Slot utilization.
2. Transmitting for consideration by the CIA Career Service Board recommendations and periodic reports of the other Career Service Boards.
3. Advising component Career Service Boards concerning the assistance in effecting rotation assignments which is made available by the Personnel Office.
4. Participating in the studies and research which are accomplished by the Personnel Office and which are designed to improve the Career Service Program.

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

5. Transmitting to the CIA Career Service Board problems which relate to policies of the Career Service Program and which cannot be resolved by component Career Service Boards.
6. Maintain liaison with the Office of Training for the coordination of training arrangements and needs concerned with the Career Service Program.
7. Acting in support of groups or boards responsible to the CIA Career Service Board for developing and administering specialized Agency-wide activities.

~~SECRET~~
Security Information

~~CONFIDENTIAL~~

25 Mar 53

~~CONFIDENTIAL~~

Memo for: DD/A

From: AD/P

25X1A

Subject: Proposed CIA Regulation [REDACTED] "CIA Career Service Program", attached.

1. The responsibility of the Deputy Director (Administration), through the Assistant Director (Personnel), includes formulating and recommending the issuance and of policies, regulations, standards which shall govern the administration of personnel throughout the Agency. The AD/P is charged with responsibility for advising and assisting administrative and operating officials on all matters of personnel administration, and for providing staff assistance to Agency officials in the administration of the Agency Career Service Program, including secretariat and other administrative services for the CIA Career Service Board. As only one part of the staff assistance which the Personnel Office provides in connection with the Career Service Program, the Career Development Staff of the Personnel Office serves as secretariat of the CIA Career Service Board and the Chief, Career Development Staff, serves as the Executive Secretary of the Board.

2. It is believed that the functions of the Secretariat, as presented in the attached proposed regulation, do not make it sufficiently clear that, in accordance with the assigned responsibility of the AD/P, all resources of the Personnel Office are available in connection with administering the Career Service Program. Unfortunately, several of the statements of the functions of the Secretariat imply that the Career Development Staff is that part of the Personnel Office most directly concerned with implementing the Career Service Program, and that this staff therefore provides services more or less independently of the other parts of the Personnel Office. Such an implication is, of course, both misleading and incorrect. For example, the statement that the Secretariat recommends improvements of the Career Service Program to the CIA Career Service Board does not make it sufficiently clear that these recommendations are those of the Personnel Office, and further does not recognize the fact that such recommendations are normally presented directly to the CIA Career Service Board by the Assistant Director (Personnel). As another example, studies designed to improve the Career Service Program are conducted by the Personnel

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Office as a whole rather than solely by its Career Development Staff, as one of the proposed functional statements would imply.

3. It is beleived that the functions of the Secretariat of the CIA Career Service Board as presented in the Attached proposed regulation should be revised to indicate more specifically the secretarial and administrative nature of its functions, and to make clear that technical services which it offers to the Board are an integral part of the specialized services offered by the Personnel Office. A proposed revision of the statements of the functions of the Secretariat is attached.

4. It is recommended that your Office approve these revised functional statements, and take such action as is necessary to publish the proposed regulation as revised.

25X1A

2 attachments

- 1- proposed Regulation
- 2- proposed Amendment

cc: AD/P
OPD chrono
OPD Career Service file
Chief, CDS

~~CONFIDENTIAL~~

25X1A

Approved For Release 2001/09/04 : CIA-RDP80-01826R000900130022-9

Approved For Release 2001/09/04 : CIA-RDP80-01826R000900130022-9

~~CONFIDENTIAL~~
RECOMMENDED CHANGES

(Proposed CIA Regulation [REDACTED])

25X1A

4.
o.
(2) Functions

It is the responsibility of the Secretariat of the CIA Career Service Board to perform all secretariat and administrative functions for the CIA Career Service Board such as:

1. Maintaining master files concerned with the Career Service Program on a current basis for the CIA Career Service Board, including agenda and records of meetings, files of the Executive Inventory and records of Rotation Slot utilization.
2. Transmitting for consideration by the CIA Career Service Board recommendations and periodic reports of the other Career Service Boards.
3. Advising component Career Service Boards concerning the assistance in effecting rotation assignments which is made available by the Personnel Office.
4. Participating in the studies and research which are accomplished by the Personnel Office and which are designed to improve the Career Service Program.
5. Transmitting to the CIA Career Service Board problems which relate to policies of the Career Service Program and which cannot be resolved by component Career Service Boards.
6. Maintain liason with the Office of Training for the coordination of training arrangements and needs concerned with the Career Service Program.
7. Acting in support of groups or boards responsible to the CIA Career Service Board for developing and administering specialized Agency-wide activities.